

Decision Making and Problem Solving

1. Define the problem. Identify the problem or the choice that you have to make. If possible, break down the problem into parts. Think about how you would like to change things. Write down what you want to do.

2. Collect Data: Gather all the important information available to you.

3. Use Rules of Reading Method To Read and Analyse Data. Use Rules of Reading Volume 4-29..

4. Consider the alternatives. Think about all the possible choices that you could make or all the possible solutions to the problem. Gather all relevant information on each alternative and consider any obstacles that could prevent you from reaching your goal (the solution). Finally, consider all the possible outcomes that could occur for each alternative.

5. Make a plan. List each alternative that appears to be a reasonable solution to the problem. Decide which alternative you want to try first, second, third, or fourth. Be careful not to choose the most familiar or the easiest alternative on your list because these often don't lead to the best solutions to the problem. You may need to try several alternatives before you find the best solution to the problem.

6. Take action. Choose the best option from your plan and put it into action. Taking action itself requires that you make a decision. After developing a plan, some students choose not to act on it. They may be concerned about the outcome or afraid that the plan won't work. Deciding not to act is an alternative that must also be carefully thought out.

7. Evaluate the results. If you aren't satisfied with the outcome, try another option on your list. Think about what went wrong. Did you consider all the possible alternatives? Did you gather all the relevant information? Did you just use the easiest or most obvious solution to the problem? Did you take the time to implement your plan in a step-by-step manner? Finally, did you have a positive attitude—did you believe you could solve the problem?